



*Embassy of the United States of America*  
Kabul, Afghanistan

UNCLASSIFIED

6/22/2015

**American Embassy Kabul**  
**Great Masoud Road**  
**Kabul, Afghanistan**

Dear Prospective Offeror:

You are hereby; sent this Request for Quotation (RFQ). Below is a detailed list of Items. Please submit your quotation in accordance to the specification mentioned below, to [KabulGSOBids@state.gov](mailto:KabulGSOBids@state.gov).

Only bids sent to [KabulGSOBids@state.gov](mailto:KabulGSOBids@state.gov) will be accepted. Please do not send your bids to any other email addresses.

While sending your quotes via email the subject line should be: **RFQ#PR4435748 for GSO PA N9H (Vendor Name) Quote for high quality chairs and ottomans**

**Please ensure that your subject line follows this format.** If it does not comply with above format your bid will NOT be accepted.

The deadline for receipt the bids is **13:00pm local time, June 26, 2015**. No quotations will be accepted after this time.

The U.S. Government intends to award a contract for **High quality furniture's** to the responsible company submitting an acceptable quotation at the lowest price. We are only looking to purchase high quality and comfortable chairs and ottomans made with leather and photo of the samples and approximate sizes attached. Please do not offer fake supplies since we will not accept them and will not be able to do business with you in the future.


Please do not bid if you do not have the items available in the stock or cannot receive them in one week from award.

We intend to award the contract based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need.

Direct any questions by letter regarding this solicitation to [Kabulgsoprocurement@state.gov](mailto:Kabulgsoprocurement@state.gov). Do not send your bids to this email, only questions regarding this solicitation.

Sincerely,

Procurement and Contracting Unit

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b>						1. REQUISITION NUMBER		PAGE 1 OF					
<b>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</b>													
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER <b>PR4435748</b>		6. SOLICITATION ISSUE DATE <b>June 22, 2015</b>					
7. FOR SOLICITATION INFORMATION CALL: 		a. NAME <b>N9H</b> <b>Procurement Agent</b>				b. TELEPHONE NUMBER(No collect calls)		8. OFFER DUE DATE/ LOCAL TIME <b>June 26, 2015</b> <b>LOCAL TIME 13:00pm</b>					
9. ISSUED BY <b>GSO/Procurement</b> <b>American Embassy Kabul</b> <b>Great Massoud Road</b> <b>E-mail: <a href="mailto:KabulGSOBids@state.gov">KabulGSOBids@state.gov</a></b>				10. THIS ACQUISITION IS <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS		<input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> (WOSB) ELLIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8 (A) SIZE STANDARD:		<input type="checkbox"/> SET ASIDE:____ % FOR:					
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING		14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP					
15. DELIVER TO <b>American Embassy Kabul</b> <b>Great Massoud Road - Kabul,</b> <b>Afghanistan</b>				16. ADMINISTERED BY									
17a. CONTRACTOR/OFFERER  TELEPHONE NO.		18a. PAYMENT WILL BE MADE BY											
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM									
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES				21. QUANTITY		22. UNIT		23. UNIT PRICE		24. AMOUNT	
										(Use Reverse and/or Attach Additional Sheets as Necessary)			
25. ACCOUNTING AND APPROPRIATION DATA										26. TOTAL AWARD AMOUNT (For Govt. Use Only)			
<input checked="" type="checkbox"/> 27a.SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA										<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
<input type="checkbox"/> 27b.CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA										<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.						<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:							
30a. SIGNATURE OF OFFEROR/CONTRACTOR						31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)							
30b. NAME AND TITLE OF SIGNER (Type or print)				30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print)				31c. DATE SIGNED			

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
1	Comfortable chairs Ottomans	20	Each		
2		20	Each		
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED    ☐ INSPECTED    ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/>	
37. CHECK NUMBER				
38. S/R ACCOUNT NO.	39. S/R VOUCHER NO.	40. PAID BY		
41.a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY ( <i>Print</i> )		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE		
		42c. DATE REC'D ( <i>YY/MM/DD</i> )		42d. TOTAL CONTAINERS

## **Clauses**

\*\*\* Please hold Ctrl key on your keyboard and Click on the Hyperlinks below to refer to each of the clauses.

[52.212-1 Instructions to Offerors—Commercial Items.](#)

[52.212-2 Evaluation—Commercial Items.](#)

[52.212-3 Offeror Representations and Certifications—Commercial Items.](#)

[52.212-4 Contract Terms and Conditions—Commercial Items.](#)

[52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders—Commercial Items.](#)

\*\*\*\*\***Special Note:**\*\*\*\*\*

### **VALIDITY OF PRICES:**

1. Prices shall remain valid for a period of 60 days from submission of the quotation. The U.S. Embassy shall have the right to contract services at any time during this validity period, if required.
2. All costs/unit prices must be exclusive of customs, taxes and duties.
3. Prices shall be provided in Afghani or U.S. Dollars. If in Afghani, the monthly U.S. Embassy exchange rate will be automatically applied In order to compare the quotations received in other currency(s).

### **ADVANCE PAYMENT:**

The Financial Regulations and Rules of the U.S. Embassy preclude advance payments or payments by Letters of credit. Such provisions will be prejudicial to its evaluation by the U.S. Embassy. The normal payment terms of the U.S. Embassy are 30 days upon satisfactory completion of goods, work and services based on acceptance thereof by US Embassy.

### **RISK ANALYSIS MANAGEMENT (RAM):**

Offers that fall within our competitive range require additional processing for companies wishing to do business with the U.S. Embassy in Kabul, Afghanistan.

This extra risk analysis vetting is performed on key contractor personnel; including host country, third country, U.S. citizens, and Legal Permanent Residents of the United States. The vetting process applies to all contracts, purchase orders, delivery orders, Blanket Purchase Agreements (BPAs), and BPA calls.

A request for information will be emailed to offerors in the competitive range or selected vendors, and all interested vendors must provide all information requested in the DS Form 4184, Risk Analysis Information. Vendors are required to submit the requested data required for vetting via a secure online portal linking them to the Risk Analysis Management (RAM) office; access to the Portal and instructions for creating an account will be provided to the vendor by email.

Successful passing of vetting is one condition of receiving award. Other factors are price reasonableness and technical acceptability. Each vendor should submit the requested data via the secure online RAM portal within 3-5 days after being contacted. Vendors who do not provide the information will not be considered for contract awards.

\*\*\***Do not forget that, your attachment must not exceed 5 MB**\*\*\*